



Statistical Research Specialist

Status: Executive Service*

***Note:** An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

OVERVIEW

TennCare is the State Medicaid Agency in Tennessee, providing high quality, cost effective health care to 1.4 million Tennesseans, with an annual budget of approximately \$11.8 billion. TennCare's mission is to support a healthier Tennessee by improving lives through high-quality cost effective care.

Long-Term Services and Supports (LTSS) is one of the largest units within TennCare with a team of 78 highly capable staff who are committed to leading the ongoing development and operation of an innovative, sustainable, person-driven long-term services and supports (LTSS) system in which older adults and people with disabilities and/or chronic conditions have choice, control and access to a full array of high quality services and supports that assure optimal outcomes, including independence, health and quality of life.

(State Classification Statistical Research Specialist)

Primary Roles and Responsibilities:

- Leverage data and analytics to meet quality reporting requirements and provide insights for contractor performance and quality improvement.
 - Design, update, and manage existing and new report templates and reports that contain quality and compliance contractor and provider performance data using Excel, Access, existing database systems/tools, and other data visualization and data management tools.
 - Evaluate quality measures at the contractor, individual provider, or aggregate level using relevant information, individual judgment, and state/federal specifications;
 - Coordinate and support submission of yearly quality reporting metrics;
 - Provide analytical expertise to review and summarize complex reports and data upon request;
 - Query, collect, prepare, and safeguard data or information necessary for CMS, legislative, and other reports;

- Analyze and trend data to assess program participation and programmatic progress;
- Design and complete complex cost and outcome projections for various Long-Term Supports and Services programs;
- Compile and analyzing data to provide answers to user requests;
- Perform descriptive, predictive, and inferential statistical analyses;
- Estimate enrollment counts, expenditures, and trends;
- Complete data request projects in a timely manner;
- Collaborate with management and internal teams to implement and evaluate improvements.
- Partner with program leads and the Director of LTSS Audits & Reporting to support leadership in the monitoring, evaluation, and analysis of contractor, provider, member, and programmatic data.
 - Present relevant reporting information or quality data, both formally and informally, to small and large groups;
 - Support LTSS and leadership in quality strategy development;
 - Handle special projects as assigned by LTSS leadership;
 - Provide analytical support for the LTSS teams.
- Develop methodology, SAS programming, and data visualization aids to provide actionable data to key stakeholders to inform TennCare strategic planning, evaluate the quality of care received by members, and improve contractor performance.
- Develop and implement business processes to support audits and reporting initiatives, including operations manuals and procedures.
- Develop IT systems and processes to support LTSS business needs.

QUALIFICATIONS

Education and Experience:

- A bachelor's degree in in a quantitative discipline (i.e. statistics, applied statistics, mathematics, biostatistics, economics, epidemiology, computer science, social or behavioral sciences, health sciences, business, business administration, or public policy) and 4+ years of professional work in reporting methodology, developing research methodology, quantitative analysis, quality measurement, healthcare informatics, and/or directing statistical research.
- **Substitution of Education for Work Experience:**
Each year of additional graduate course work in a quantitative discipline (aforementioned above) may substitute for a year of required experience.

Required Core Competencies:

- Keen data analytics aptitude, including advanced Excel skills with the ability to analyze, visualize, and summarize data through the use of formulas and pivot tables;
- Strong computer skills including mastery of Microsoft Office applications such as Excel, Access, Word, and Power Point, as well as statistical software applications;

- Highly developed written and verbal communication and presentation skills, including technical writing; ability to communicate effectively with technical and non-technical clients;
- Data-driven and analytical in approach to solving problems;
- Demonstrated capacity to successfully navigate within a fast-paced environment with shifting priorities and varying degrees of ambiguity;
- Excellent organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines;
- Flexible and adaptable; ability to adjust plans based on new learning and/or changing program goals;
- Independent and resourceful.

Preferred Requirements:

- Experience in the healthcare field;
- Knowledge of health care information;
- Possesses a graduate level or higher degree in a quantitative discipline.
- Experience managing others;
- Experience in Tableau or related data visualization software;
- Strong understanding and utilization of SAS and/or SQL.

Job Location: Nashville, Tennessee

How to Apply: Interested candidates should send resume and cover letter with salary expectations and desired start date to makeshia.howell@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.